

# SE-271

## Design Documents Transmittal Form

2011 Edition

AGENCY \_\_\_\_\_

PROJECT NO. \_\_\_\_\_ PROJECT NAME \_\_\_\_\_

To: \_\_\_\_\_ cc (with enclosures): \_\_\_\_\_  
 OSE Project Manager Agency Project Manager

From: \_\_\_\_\_ Date: \_\_\_\_\_  
 Architect/Engineer

Transmitted herein are \_\_\_ copies of the following documents for the above referenced project with items required by Chapter 5, Part 5.2 of the Manual for Planning and Execution of State Permanent Improvement – Part II (check applicable items):

	<input type="checkbox"/> Schematic Design Documents		<input type="checkbox"/> Construction Documents	<input type="checkbox"/> Bid Documents
Site Plans				
Single Line Plans				
Double Line Plans				
Life Safety Plans				
Code Criteria			No shade	
Functional Plans (Structural & MEP)				
ASHRAE 90.1 Worksheet				
Complete Set of Drawings (signed & sealed)				
Project Manual				
Form SE-310				
Draft of Proposed Construction Contract				
Written responses to previous OSE Comments				
Estimate of Construction Cost				
List of required permits and approvals			No shade	
Status of Required permits and approvals				
Numbered copy of signed & sealed drawings & project manual issued for bidding				